



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
FORT HOOD, TEXAS 76544-5001

S: 30 November 2002

AFZF-GA-SAFE

16 September 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Winter 2002 Safety Campaign

1. References:

a. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) 31 Dec 93.

b. FM 100-14, Risk Management, 23 Apr 98.

c. TM 10-4500-200-12, (w/changes 1-19), Heaters Space: Radiant Type Portable, 30 Nov 94.

d. TM 90-4520-257-12 & P, Operator's and Unit Maintenance Manual, Heater Space, Radiant, Large (H-45), (Type I, Solid Fuel) (NSN 4520-01-354-1191) (Type II, Liquid Fuel) (NSN 4520-01-329-3451), 17 Sep 92.

e. III Corps and Fort Hood Reg 115-1, Weather Support, 15 Aug 98.

f. III Corps and Fort Hood Reg 350-16, Prevention of Heat and Cold Injury, 1 May 99.

g. III Corps and Fort Hood Reg 350-1, III Corps and Fort Hood Training Catalog, 15 Aug 02.

h. III Corps and Fort Hood Reg 385-2, Procedures for Cold Weather Operations, 1 Mar 00.

i. III Corps Command Policy, GC-01-01, Severe Weather Reporting, 8 Jan 01.

j. Phantom Six Command Policy, G1-SAFE-01, Command Safety Policy, 11 Feb 02.

k. III Corps Command Policy, G1-01-05, III Corps Privately Owned Vehicle Accident Prevention Program, 8 Jan 01.

l. Memo, III Corps, AFZF-GA-SAFE, Use of Portable Field Space Heaters, 17 Dec 01.

2. This memorandum outlines the Winter 2002 Safety Campaign requirements. The purpose is to ensure that we have minimal accidental losses due to the potentially hazardous environmental conditions that are prevalent during the winter season. The winter season is fraught with a range of hazards associated with both garrison and field training. We must direct our energies to ensure we train and maintain safely in these adverse winter conditions. Additionally, the winter season offers our soldiers and family members numerous opportunities for extended weekend and holiday off-duty activities. During the winter days, we tend to rush to complete our

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activities to maximize the limited amount of daylight. This can result in people taking short cuts to save time, which can lead to accidents. Good risk management practice dictates that we are adequately prepared and have our winter accident prevention programs in place long before the cold weather arrives. Now is the time to "war-game" the process to ensure that the winter training and travel season is conducted safely. Remember that the winter season varies at each installation and training area.

3. Commanders and leaders owe it to their soldiers to ensure they are adequately prepared to employ accident preventive measures to counteract the often hostile environment of cold winters. Caring leaders must be committed and dedicated to accident prevention and be deeply involved in risk managing the safety of their troops. As with other missions, your junior NCOs and officers are best suited to make an immediate and direct impact on soldiers' welfare. For this reason, it is essential that your junior leaders are on the "point" of your winter safety campaign programs. However, junior first line leader need guidance and standards enforcement from all echelons of command.

4. MSC Commanders are directed to develop winter safety programs by **1 November 2002** that address, as a minimum, the subjects outlined below. The end state of your programs must be knowledgeable, dedicated leaders and soldiers who are effectively trained and ready to avoid winter-related accidents and injuries -- on and off duty. The Winter 2002 Safety Campaign will focus on seven main areas: field training hazards and risk mitigation requirements, extended privately owned vehicle (POV) travel, cold injury prevention, weather-related hazards (snow, black ice, high winds, extreme cold), winter recreational safety, other seasonal hazards (home fires, carbon monoxide poisoning -- in military vehicles as well as POVs, heaters in military tents and sleeping areas, as well as in homes / quarters), and family/community safety (traffic, running, hunting, etc.). The effectiveness of the safety campaign depends on the successful accomplishment of the following key elements:

a. **Safety Day.** Not later than **30 November 2002**, commanders of major subordinate commands (MSC) are to ensure that their units select a day and conduct a daylong safety day, with emphasis on winter safety. These safety days must be well planned and executed by competent leaders. MSC-wide safety days on the same day best convey command involvement to soldiers. However, for units with conflicting/critical missions, MSC commanders can select different dates for selected subordinate units. Safety days afford excellent opportunities to assess your safety program effectiveness, implement fresh/bold accident prevention ideas, conduct meaningful safety awareness training, and allow your junior leaders to reach their soldiers with important safety messages. Refresher risk management training (reference 1g) must be incorporated into safety days.

b. **Command Information Program.** Starting in mid-September 2002, and running through the winter months, the III Corps Safety Office and the III Corps Public Affairs Office will publish and disseminate winter safety campaign articles and material. Commanders/leaders will extensively utilize these resources in their units' ongoing campaigns. The following local resources can also be used to complement unit safety campaign programs: e-mails, III Corps G1 Safety public folders, G1 Safety website, Phantom Distro, red hash and yellow border safety alerts, installation newspapers and TV stations, and safety councils. Additionally, have your leaders use the Army Safety Center's web site for safety campaign resources (<http://safety.army.mil/home.html>).

c. **Accident Trend Analysis.** To correctly identify targets for accident prevention issues, commanders must review and analyze their past accident and injury trends. Review your equipment damage reports, sick calls, incident reports, etc. to identify additional accident prevention training needs. Use my safety memorandums that summarize recent serious accidents and lessons learned. Additional assistance is available at MSC and installation safety offices.

d. **Accurate and Timely Weather Information.** To support your training and other outdoor activities, have your leaders extensively utilize their supporting weather elements for winter weather information and facts. This is imperative to mission planning and essential to our soldiers' risk management execution. Ensure that leaders and soldiers know how to obtain timely weather information.

e. **Thorough Training and Education.**

(1) Commanders will ensure that winter safety training is scheduled, conducted, and all personnel are trained on accident prevention measures for winter activities.

(2) All personnel subject to working or training in environments that could result in cold weather injuries will receive cold injury prevention training NLT **30 November 2002**. To be effective, training must include information on the recognition, prevention, and prompt treatment of cold injuries. Use reference 1f as starting point for your cold weather injury prevention training. The Preventive Medicine Office, MEDDAC, can provide cold weather injury prevention training and information on local seasonal hazards.

(3) Driver training programs must address seasonal hazards associated with winter weather. Training should include corrective actions for drivers to take while operating in adverse situations such as snow, black ice, extreme cold, and high winds. Operating vehicle engines with windows rolled up and / or sleeping in vehicles with running engines creates a carbon monoxide hazard. Commanders must not allow soldier to operate vehicles in the winter with window rolled up and they must prevent soldiers from sleeping in vehicles with engines running. Further, commanders must ensure drivers and operators follow the provisions outlined in driver training manuals; i.e., FM 21-305, Manual For The Wheeled Vehicle Driver. This training must include vehicle preventive maintenance for cold weather operations with special emphasis on vehicle heaters IAW the applicable TM.

(4) All soldiers will be trained on the proper operating procedures for portable field space heaters prior to any cold weather field training or deployments. This training must include heater safety and health hazards, such as carbon monoxide, suffocation, fires, and explosions. **Non-standard, unvented, commercial heaters are not authorized for use under any conditions (reference 1l). The only space heaters authorized to be purchased are the new family of Army space heaters. The following space heaters are the new family of Army heaters: H-45 Space Heater, Space Heater Convective (SPC), Space Heater Small (SHS), and Space Heater Artic (SPA). Specifications, ordering information and cost are found at the U.S. Army Soldier Biological Chemical Command website: <http://www.sbccom.com/products/field/index.htm>. Space heater operations and safety requirements are outlined in reference 1l.**

(5) First-line leaders will ensure that soldiers are equipped with the appropriate, serviceable cold weather gear. Cold weather training will include the proper use and wearing of cold weather gear. Training will stress the heat retaining value of the proper care of and layering of clothing.

f. **POV Safety.** The various holidays during the winter season afford soldiers and family members several opportunities for extended POV travel to visit family members and go on winter vacations. This winter travel requires a significant increase in POV accident prevention efforts. Soldiers and family members will be challenged to plan and execute extended POV operations during potentially adverse winter environmental conditions. Commanders will develop aggressive POV safety programs that integrate the CSA's Six Point POV Safety Program (reference 1k) and utilize the Army Safety Center's POV TOOL BOX, available on the G1 Safety public folder and at <http://safety.army.mil/home.html> . Develop actions to target high-risk POV operations because soldiers and family members have opportunities for extended POV travel during several long holiday periods. Leaders must get involved to assist soldiers with their extended POV travel plans.

g. **Continuous Risk Management Implementation.** As a part of the safety day activities, units and organizations will conduct initial and refresher risk management training IAW reference 1b and 1g. Leaders and soldiers are to be trained in order to make the risk management process second nature to planning and executing on- and-off duty activities. This training must address risk identification and mitigation for winter hazards. Changing environmental conditions must be addressed in all risk mitigation processes.

5. Responsibilities (HQ III Corps and installation counterparts at Forts Carson and Riley):

a. Safety Office.

(1) Provide Public Affairs Office (PAO) with winter safety information beginning in mid-September 2002 and continuing throughout the winter season for use in the installation newspaper.

(2) Publish information on critical winter safety issues through the G1 Safety public folder, Phantom Distro, red hashes and yellow borders, safety grams, and other local publications to keep personnel aware of seasonal safety concerns.

(3) As needed, provide applicable winter season safety material to reserve component (RC) units conducting annual training at III Corps installations or to units training elsewhere that are hosted by III Corps units.

b. ACofS, G2. Continue to review and update, as necessary, III Corps and Fort Hood Reg. 115-1, Weather Support, 15 Aug 98.

c. ACofS, G3.

(1) Continue to review and update, as necessary, III Corps and Fort Hood Reg. 385-3, Procedures for Emergency Warning Announcements, 1 Jun 93.

(2) Review and update, as necessary, III Corps and Fort Hood Reg. 385-2, Procedures for Cold Weather Operations, 1 Mar 93.

(3) Ensures that timely weather reports are disseminated and actions initiated to afford non-essential personnel sufficient time to be send home when road conditions warrant it IAW established installation cold weather/emergency operations procedures.

(4) Provide the Safety Office with information of RC units hosted by III Corps units.

d. Garrison Commander.

(1) Continue to review and update, as necessary, III Corps Command Policy, GC-01-01, Severe Weather Reporting, 8 Jan 01.

(2) Ensure effective contingency plans are in place to remove snow and ice from installation roads and/or sand the roads before roads become hazardous.

e. Public Affairs Officer. Starting in mid-September 2002, publish winter safety information in the installation newspaper through the winter months.

f. Director of Community Activities: Review planned events for winter/cold weather recreational activities to ensure cold weather risk management is applied and appropriate controls are in place.

g. Commander, MEDDAC.

(1) Conduct cold injury prevention training upon request and provide information on winter seasonal hazards throughout the winter season via Phantom Distro, newsletters, or fact sheets.

(2) Provide commanders with cold injury classification information and reporting procedures.

(3) Review each reported or treated cold injury. Share the injury category with the applicable unit commander prior to reporting the case to the Office of the Surgeon General.

h. Commanders/Directors, all units and organizations (including Active and Reserve Components and others whose training is hosted by III Corps units or is under III Corps control):

(1) Develop unit winter safety programs by **1 November 2002** and ensure the program focuses on the seven main areas outlined in paragraph 4, above. RC units are required to only incorporate applicable subjects expected during AT. Review unit SOPs and update as necessary NLT 30 November 2002, to ensure unit-level winter season safety issues are adequately addressed.

(2) Conduct a daylong safety day not later than **30 November 2002** IAW paragraph 4a, above (RC units exempted).

(3) Establish a cold injury prevention program as follows:

(a) Appoint a Cold Injury Control Officer/NCO prior to **30 November 2002** to oversee the unit cold injury prevention program, interface with MEDDAC Environmental Health section on cold injuries and ensure all cold related injuries are properly reported. Use reference 1f as guidance for cold injury avoidance training and prevention.

(b) Conduct initial training for all personnel on cold injury recognition, treatment, and preventive measures NLT **30 November 2002**. Conduct refresher training monthly (once prior to AT for RC units) during the winter season. Identify all personnel with previous cold injuries and ensure that all personnel in the squad/platoon are aware of that fact.

(c) Investigate all events leading up to a cold casualty to identify the cause to prevent future cold casualties, both in garrison and in the field, on- and off-duty.

(d) During unit training, operations and recreational activities, unit leaders must monitor outside temperatures and wind chills and factor them into applicable risk assessments of the operations/activities. Personnel riding in vehicles who are exposed to the elements must be properly briefed on protective measures and leaders ensure that adequate clothing/personal protective equipment (rain gear, goggles, gloves, etc.) is provided. All efforts must be taken to afford soldiers in vehicles as much protection from the elements as is possible. When tactical/training scenario allows, install windshields and canvas on vehicles.

(e) Dehydration not only occurs in hot environments, but also occurs in cold temperatures with heavy work/exertion. For that reason, leaders must supply adequate potable water and enforce water intake before, during and after strenuous physical activity in cold environments. The body consumes a large amount of energy as it attempts to maintain a constant temperature; therefore, leaders must ensure that personnel maintain proper nutrition, including salt intake, by eating at least three meals per day. Follow guidance in reference 1f.

(f) Minimize cold exposure by risk assessing work pace and/or exposure to the cold environment (see guidance in reference 1f).

(4) Use reference 1k to ensure privately-owned vehicle accident prevention programs are up to standard. Commanders and leaders will be knowledgeable of the requirements for soldiers operating motorcycles, identify those in the units that own/operate both street and off road motorcycles, and ensure that they have attended motorcycle safety training (i.e., Defensive Driving Course).

6. Off-duty and family safety is another important part of the winter safety campaign. Leaders must discuss with their personnel accident prevention measures for the following issues that have to be integrated in your winter safety campaign:

a. The junior leader/NCO chain of command of a soldier who is planning off-duty winter activities will assist the soldier with risk controls for the activities. As a minimum, junior leaders must accomplish this prior to long weekends and/or extended travel from the home station area. Commanders and junior leaders will ensure personnel are aware of, and comply with applicable safety requirements, to include the wearing of appropriate personal protective equipment for

specific activities; i.e., snow skiing, helmets for motorcycle riders, etc. Also, leaders must make their soldiers aware of preventive measures for winter weather hazards, with special emphasis on prevention of Carbon Monoxide (CO) poisoning, driving in adverse winter weather conditions, heater safety, and wearing proper/adequate clothing for winter recreational activities.

b. PT and Running Safety. Physical fitness remains important and people will continue to be out walking, jogging and running during the cooler/colder weather months. Leaders must educate their soldiers to take precautions to avoid cold weather injuries and vehicle-to-pedestrian accidents, which occur occasionally due to the restricted visibility during the fall/winter early morning hours. Individuals and formations running or conducting PT on the roadways are to run only on authorized roads, are required to wear reflective vests (over the Army PT uniform during PT, if worn) and appropriate attire for weather conditions, to continuously be aware of their surroundings, and not to wear head/earphones.

c. Winter Sports. Established winter safety rules are to be followed at on-post and off-post recreational activities. Soldiers must ensure that they are adequately prepared prior to engaging in the various winter sports. Winter sport novices should begin with professional instructions and progress slowly. Appropriate protective equipment is a must.

d. Fire Prevention. The use of heating devices brings with them the increased risk of fire. Heating devices must be inspected and, if necessary, repaired prior to usage. Repairs must be made by qualified personnel. Additionally, heating devices must be used only for their designed use. As always, a serviceable fire extinguisher should be near the heating device.

e. Carbon Monoxide Poisoning Prevention. Proper ventilation is the key to preventing CO injuries and deaths. POV exhaust systems should be inspected for leaks. To avoid CO poisoning, personnel must not sleep inside of vehicles while engines are running. Proper ventilation is the key to preventing CO injuries and deaths. POV exhaust systems should be inspected for leaks. Additionally, gas-fired home heating systems should be checked for leaks. It is highly recommended that these homes be equipped with CO detectors. Military vehicles equipped with windows will keep windows cracked during operations. No soldier will be allowed to sleep in a vehicle with the engine running.

f. Snow and Ice Removal. Driving and walking surfaces, as well as vehicle surfaces, must be cleared of ice and snow. Installation engineers have the responsibility for snow/ice removal from the majority of streets, range roads, airfields, and select parking lots, or to spread sand on these roads. Units must have established plans for snow/ice removal or spreading of sand within their assigned areas. Additionally, soldiers and family members are responsible for snow/ice removal at their quarters. Personnel must be cautioned to use extreme care when mounting, dismounting, or walking on vehicles; the 3-point contact rule must be enforced.

7. MSC commanders must provide the III Corps Safety Office the dates of: Completed command/unit safety day(s), completion of winter safety campaign planning (program), and completion of cold weather injury prevention training, NLT **30 November 2002**. Point of contact is Mr. Doherty, Comm (254) 287-3459, DSN 737-3459, or e-mail james.doherty@hood.army.mil.

8. The effectiveness and success of our winter safety campaign depends on four key items:

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adequate training, risk management, planning/preparation, and last but not least – concerned leaders taking complete ownership of their soldiers' safety. Encourage your leaders to vigorously execute these responsibilities to ensure safety during the winter months. As with all other important missions that require communication down to the individual level, commanders have to empower our junior leaders with strong command support and emphasis for this campaign. Commanders must provide leaders with adequate tools to reach their soldiers with the winter safety message. One way to do that is to conduct special winter safety training sessions during NCOPD/OPD for junior leaders, so that they become subject matter experts on winter safety issues. Ensure that this program is not a one-time event. To be effective, your winter safety campaign needs to be aggressively sustained all through the winter months. Accident and injury prevention must be central to all winter activities, both on- and off-duty. We cannot afford or accept the loss of a soldier, civilian employee, or family member to a preventable injury. Now is the time to review your program and ensure all facets are in order.

A handwritten signature in black ink, reading "B B Bell". The signature is stylized with large, flowing letters.

B. B. BELL
Lieutenant General, USA
Commanding

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1 Each III Corps MSC